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24 AUG 1955

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Amendment No. 1 to the Administrative Plan for
SR Division Subsidy Project AEBASIN-PP

1. The purpose of this Amendment to the Administrative Plan is to provide for certain changes in the administration of the project in conformance with the manner in which the project is now being handled. This Amendment does not basically change or alter the approved Administrative Plan already in effect.

2. The attached Amendment to the Administrative Plan has been concurred in by the interested components of the Agency and is submitted for your approval.

/s/

Chief
Project Administrative Planning Staff, DD/S

/s/

Project Officer

PAPS/DDS/AAB:vgg
(24 August 1955)

Distribution:

Orig. & 2 cc--Finance
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AEBASIN-PP
Concurrence Sheet

/s/ E 3

SR Division

29 August 1955

Date

/s/ E 3

Office of the Comptroller

24 August 1955

Date

/s/ E 3

General Counsel

26 August 1955

Date

/s/ E 3

Central Cover Branch

24 August 1955

Date

/s/ E 3

PP/OPS/PP

29 August 1955

Date

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AEBASIN-PP
SR Division Subsidy Project
Administrative Plan (Amendment No. 1)

This Amendment rescinds paragraphs 1, 2, 5, 7, 9, and 10 of the Administrative Plan and substitutes the following paragraphs in lieu thereof.

1. To enable the SR Division to prepare its annual itemized operating budget for the project, the principal agent(s), with the advice of the agent(s), shall submit an annual basic budget to the Headquarters Case Officer on or before 1 February of each year for the following fiscal year beginning 1 July, showing, at least, the following:

(a) The number and type of personnel required, and an estimate of the total compensation required for salary, travel, and other personnel costs;

(b) The amount and type of supplies, equipment and materials required, if any, and;

(c) The amount of funds required, exclusive of (a) and (b), above, for (i) operational and/or (ii) subsidy payments, showing in as much detail as possible, the purpose(s) for which such payments are to be made.

2. The SR Division shall prepare an itemized operating budget for the project for each fiscal year. The entire expenses of the project will be detailed in this budget which shall conform with the categories set forth in the project outline. After approval of the project outline, the project budget shall be conformed with the amount of the project approval. This budget, and any amendments thereto, shall be forwarded to the Office of the Comptroller for review and written concurrence.

5. The Headquarters Case Officer, either personally or through the Central Cover Branch, will periodically transmit the project funds, in a secure manner, to the principal agent(s), who, by prior written agreement, are cognizant of the specific purposes for which these funds are to be utilized. Depending upon the operational requirement, these funds will be utilized by the principal agent(s) for the payment of necessary operational expenses and/or will be transmitted directly to the agent(s) or deposited to their accounts to cover the operational expenses of the agent(s). The Headquarters Case Officer shall obtain a signed receipt in pseudonym from the principal agent(s) for each transmittal of funds, showing the date and respective amount of funds received, and these receipts shall be forwarded to the Finance Division. In addition, the principal agent(s) shall provide the Headquarters Case Officer with signed receipts of the agent(s) or duplicate bank deposit slips and cancelled checks as evidence of the transmittal of funds to the agent(s). The bank deposit slips, the cancelled checks, and the receipts of the agent(s) are made out in the agent(s) true name and therefore will be retained by

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the SR/2 Branch of the SR Division. At quarterly intervals, a memorandum shall be furnished by the SR/2 Branch advising the Finance Division of the transmittal of these funds to the agent(s) by the principal agent(s).

7. The agent(s) shall submit monthly a signed financial statement(s) to the principal agent(s) showing, in detail, the expenditures incurred by the agent(s). The principal agent(s) shall review these statements and shall submit a signed financial statement to the Headquarters Case Officer at least every three (3) months, showing the balance of project funds on hand at the beginning of the period, the total project funds received by the principal agent(s) and the agent(s) during the period, the expenditures of the principal agent(s) and the agent(s) (classified by purpose), and the balance of project funds, if any, on hand at the end of the accounting period. The Headquarters Case Officer shall review and sterilize the financial statements and attach his certification thereto, attesting that, to the best of his knowledge and belief, the accounting accurately reflects the disposition of Agency funds, and that the funds were expended for the purpose(s) for which authorized. The SR Division Approving Officer, upon approval of these sterilized financial accountings, will promptly forward the statements and certifications to the Finance Division.

9. The Authorized Certifying Officer shall have the authority to accept the receipts of the principal agent(s), referred to in paragraph 5, above, as the accounting for the write-off of the amounts involved and as a basis for establishing memorandum control accounts which are maintained for the purpose of reflecting the unaccounted-for portion of such grants.

10. The Finance Division shall have the authority to accept the financial statements and certifications referred to in paragraph 7, above, for recording in the memorandum control accounts.

APPROVED, by direction of DD/P

/s/ []
Special Support Assistant to the DD/S

1 Sept. 1955

Date

AUTHORIZED

/s/ []
Acting Deputy Director (Support)

7 Sept. 1955

Date

CONFIDENTIAL